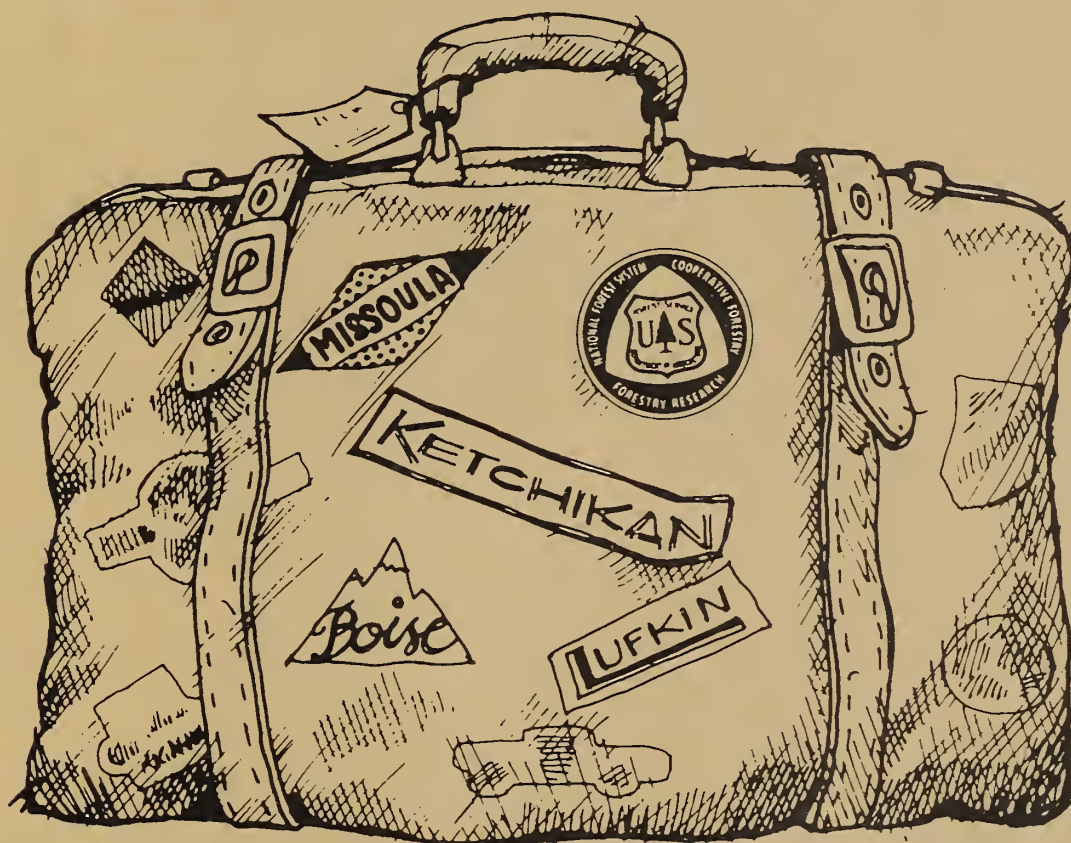


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GENERAL INFORMATION FOR TRAVELERS



U.S. Department of Agriculture
Forest Service
Washington, D.C.

OCTOBER 1979

AD-33 Bookplate
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LIBRARY

The purpose of this condensed travel regulation booklet is to help you with the basic rules for everyday travel. Unusual situations should be further researched in the Forest Service Manual and Comptroller General Decisions.

The references at the beginning of each section refer to the Federal Property Management Regulations (FPMR) that pertain to travel regulations. If you have any questions about a regulation, please call Fiscal and Accounting Management at 235-8058 or 235-8135.

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APPLICABILITY AND GENERAL RULES

Reference: FPMR 101-7, Chapter 1, Part 1

1. Who is covered by the rules in this booklet?

Forest Service (FS) Washington Office (WO) employees and non-Government persons traveling under travel authorizations issued by Washington Office.

2. What general rules should be followed when traveling?

A person traveling on official business is expected to exercise the same care incurring expenses that a prudent person would exercise if traveling on personal business. Expenses which will be reimbursed are confined to those expenses essential to the transacting of official business.

3. What authorization do I need to travel?

Forest Service WO travelers will use the following AD-202, Travel Authorizations:

a. USDA General Travel Authorization to cover routine temporary duty (TDY) travel within the conterminous U.S. at standard per

diem rate or to designated high rate geographical areas.

b. 13-01-00001 to cover routine temporary duty for the administration and inspection of FS activities to, from, and within Alaska, Hawaii, Puerto Rico, and the Virgin Islands.

c. 13-01-00888 to cover training at Civil Service Commission or USDA sponsored residential (live-in) training programs where lodging and meals are included in the tuition (for specified locations only).

d. Special travel authorizations should be requested from Fiscal and Accounting Management if the travel does not meet the circumstances above.

Non-Government persons traveling for the FS always need a special travel authorization.

TRANSPORTATION ALLOWABLE

Reference: FPMR 101-7, Chapter 1, Part 2

1. What types of expenses are considered transportation?

Transportation may include:

a. Fares for airplanes, railroads, ships, subways, taxi, Government furnished cars, privately owned cars, and other necessary means of conveyance.

b. Rental fees, mileage payments, and any expenses incident to transportation such as baggage transfer.

2. Is there a preferred method of transportation?

The order of preference in choosing a method of transportation is:

- a. Common carrier (plane, train, bus, etc.)
- b. Government furnished vehicle
- c. Privately owned vehicle
- d. Special conveyance (e.g., rental car)

3. What other factors may be considered in determining which method is most advantageous?

Actual transportation costs, cost of per diem, overtime, lost worktime, energy conservation, total distance of travel, number of travelers, and number of points visited. Personal preference or minor inconvenience to traveler may NOT be considered.

4. What types of local transportation are allowable?

a. Transportation between places of business at official station or TDY station.

b. Between place of lodging and place of business at TDY station.

c. To place for suitable meals at TDY station. (If suitable place is NOT within walking distance.)

d. Between common carrier or other terminals and traveler's home, place of business, or place of lodging at TDY station.

e. Between common carrier and common carrier limo terminal.

f. Between residence and office on the day of travel which requires overnight lodging. Also applies to return to official station.

NOTE: Taxi fare is limited to \$18. Tip is NOT allowed to exceed 15%. Over \$15 requires receipt.

5. What happens if I become ill while on TDY?

Transportation expenses to official station may be authorized if you become incapacitated due to illness or injury NOT due to your own misconduct. This may be either enroute to TDY station or at TDY station before completion of assignment.

6. How should I route my trip?

All travel should be by usually traveled route. When you take an indirect route or interrupt travel for your own convenience, the extra expense shall be paid by you. When Government transportation requests (TR) are used, they should be issued only for that portion of the expense properly chargeable to the Government. You must pay additional personal expense including Federal transportation tax.

USE OF COMMERCIAL TRANSPORTATION

Reference: FPMR 101-7, Chapter 1, Part 3

1. May I choose any car rental agency I like?

NO, rental cars under the Federal Supply Schedule (contact Administrative Services) are to be used wherever possible.

2. What items are reimbursable for rental cars and other special conveyances?

Daily rental fee, mileage fee if extra, and incidental costs such as gas and oil, if extra.

3. What about insurance?

Commercial vehicle rental contracts customarily include full insurance coverage for property damage and liability to third parties. Collision damage is usually covered only above a deductible amount.

4. Is collision damage waiver or insurance reimbursable?

NO, unless travel is performed outside the 50 States, Puerto Rico, the Canal Zone, or U.S. territories and possessions.

5. Will I be reimbursed for damage to the rental vehicle up to the deductible amount?

Yes, if damage occurs while vehicle is being used for official business.

6. Is cost of personal accident insurance reimbursable?

NO, this is a personal expense.

7. What class of service should I use on common carriers?

Less-than-first-class accommodations will be used for all types of passenger travel, both domestic and international.

8. When can first class air travel be used?

a. When space is NOT available in less than first class on any scheduled flights in time to accomplish the purpose of the official travel. The travel must be so urgent that it cannot be postponed.

b. When first class is necessary because the traveler is so handicapped or otherwise physically impaired that other accommodations cannot be used. Such condition must be substantiated by competent medical authority.

c. When first class is required for security purposes or because exceptional circumstances, as determined by the Department,

make the use essential to the successful performance of an agency mission.

d. When less than first class accommodations on foreign carriers do NOT provide adequate sanitation or health standards.

9. Can approval for first class air be obtained in advance?

NO, the travel voucher covering the trip in which first class air travel was used should be sent to Washington Office, F&AM after the approving officer has signed the voucher. A summary sheet should be attached with the following information:

a. Name, grade, and position or title of traveler.

b. Origin and destination or segments on which first class was used.

c. Additional cost to Government.

d. Justification for use of first class. Include when you were informed of travel, all routing and airlines you attempted to use, the importance of travel, factors such as airline strikes, and any other applicable information.

The Secretary of Agriculture post approves the vouchers which meet the criteria outlined above and forwards to the National Finance Center (NFC) for payment. In the absence of post approval by the Secretary, the employees

shall be responsible for all additional costs resulting from the use of first class air.

10. What happens if the airline provides only first class?

First class may be used. You should state this on your travel voucher, and may forward the voucher direct to NFC without post approval.

11. When should I use excursion and special fares? May I be reimbursed for staying longer when I use these fares?

Travelers should use excursion and special fares whenever possible. Per diem, NOT to exceed 2 non-workdays, may be paid if the traveler is required to stay longer to take advantage of the special fare. The cost of extra per diem may NOT exceed the savings to the Government from using these fares.

12. What procedure should I follow if my trip is cancelled or changed?

Reservations should be cancelled as soon as the traveler learns they will NOT be used. You are personally responsible for "guaranteed" reservations at hotels and motels. Unused airline tickets should be returned to NFC with the travel voucher. (See NFC manual on TR's and travel vouchers.)

13. If I get "bumped" may I keep any penalty or inconvenience payments from the airlines?

NO, payments must be forwarded to F&AM.
Include TR number, managment code to be credited, Region and unit, and an explanantion of the check.

REIMBURSEMENT FOR USE OF PRIVATELY OWNED VEHICLE

Reference: FPMR 101-7, Chapter 1, Part 4

1. When I use a privately owned vehicle (POV) for travel, how is reimbursement determined?

Reimbursement is on a mileage basis. Current rate is 18 1/2¢ per mile for POV. Other allowable costs include parking fees, ferry fees, and bridge, road, toll, and tunnel fees.

2. If I take an indirect route, how will the mileage be determined?

Distance between points traveled will be as shown in standard highway mileage guides. Any substantial deviations from the distances shown in these guides should be explained.

3. Is the 18 1/2¢ rate used for change of station travel also?

NO, the rates for change of station are included in our transfer booklet.

4. May I claim 18 1/2¢ per mile if I drive my car to the airport?

Yes, you may claim mileage at 18 1/2¢ for:

a. Round trip in lieu of taxi to terminals if you are driven to a common carrier terminal. The mileage may NOT exceed one-way taxi fare plus tip.

b. Round trip in lieu of taxi to office on a day of travel requiring overnight stay. The mileage may NOT exceed one way taxi fare plus tip.

c. Mileage to common carrier terminals, parking while on trip, and return mileage to home or office, NOT to exceed round trip taxi fare plus tip. Traveler should state on voucher that the mileage and parking is less than taxi fare.

5. How do I claim reimbursement if I drive instead of flying?

You get paid actual costs of mileage at 18 1/2¢ and per diem, NOT to exceed the common carrier cost and per diem you would have been paid had you flown.

When reconstructing what you could have done, compare mileage costs to standard class air accommodations if provided. (A class of service is considered to be provided by a carrier when it is scheduled on flights serving origin and destination, regardless of whether space would have been available on that particular flight.) Any additional time used in excess of flight time will be charged to annual leave.

6. What costs can I consider in reconstructing air travel costs?

Include air fare and transportation costs to and from the common carrier terminal.

7. What amount am I allowed for per diem?

You are allowed the per diem you would have had if you had flown. Use actual and reasonable schedules when making constructive cost comparisons.

8. Do I get reimbursed at 18 1/2¢ if I could have used a Government owned or leased vehicle (GOV)?

NO, your reimbursement is limited to the 13¢ per mile. You should also state on your travel voucher that you were NOT committed to use a GOV.

9. If several people travel together and share expenses for gas, oil, etc., can we all claim mileage?

NO, mileage will be paid to only one of two or more travelers traveling together in the same conveyance. NO deduction will be made from mileage otherwise payable to the traveler if the other passengers traveling in the conveyance contribute to defraying the operating expenses. The other travelers' names should be stated on the travel voucher.

BAGGAGE

Reference: FPMR 101-7, Chapter 1, Part 5

1. How should I pay for excess baggage charges for Government property?

Domestic airline excess baggage charges under \$15 should be paid in cash, if authorized. You may use a TR for charges over \$15.

2. Should I always ship items as excess baggage?

NO, use the most advantageous method to the Government when sending Government property. Express and freight shipments shall be made on Government bills of lading where possible.

COMMUNICATION SERVICES

Reference: FPMR 101-7, Chapter 1, Part 6

1. Are calls concerning leave of absence and salary payment problems considered official business?

NO, calls concerning expense voucher payments are also considered personal and may NOT be made at Government expense.

2. Are calls reserving or cancelling motel or hotel accommodations reimbursable?

Telephone calls for official travel accommodations may be made the following ways:

a. Before travel, use FTS or "800 toll free" when available.

b. During per diem travel, the calls are considered part of your meals and miscellaneous expense fixed rate. FTS can be used if available.

c. During actual subsistence travel, they may be listed with the daily lodging, breakfast, lunch, and dinner costs subject to the daily maximum actual subsistence. FTS can be used if available.

3. What supporting documentation should I have for charges for official calls?

A statement should be furnished showing that the calls were required on official business, the points between which service was rendered, the date and the amount paid.

PER DIEM

Reference: FPMR 101-7, Chapter 1, Part 7

General

1. What expenses are covered by per diem?

Per diem includes all charges for meals, lodging, personal use of room during daytime, baths, all fees and tips to waiters, porters, baggagemen, bellboys, hotel maids, dining room stewards, hotel servants in foreign countries, telegrams and telephone calls reserving hotel rooms, laundry, cleaning, and pressing of clothing. The term "lodging" does NOT include accommodations on airplanes, trains, or steamers, and these expenses are NOT subsistence expenses.

2. What is the current per diem rate for the conterminous U.S.?

When lodging is NOT required, a rate of \$16 per day is allowed. When lodging away from official station is required, the per diem rate shall be the average amount the traveler pays for lodging, plus \$16 per day for meals, and miscellaneous expenses, NOT to exceed \$35 per day.

3. How is per diem computed?

a. For travel of 24 hours or less, 1/4 the per diem rate will be allowed for each 6-hour period during which travel is performed, starting with actual hour of departure and ending with hour of return.

NOTE: per diem is NOT allowed when travel period is 10 hours or less in the same calendar day, except when travel begins before 6 a.m. or ends after 8 p.m. and is 6 hours or more.

b. For travel of more than 24 hours, 1/4 the per diem rate is allowed for each 6-hour quarter. If per diem rate changes during a day, the rate of per diem in effect at the beginning of a quarter in which a change occurs will continue to the end of that quarter.

c. Per diem for non-Government persons is computed by half days. (See your AD-202 Travel Authorization.)

4. What facts must I state on my travel voucher when claiming per diem?

The date and time at which official travel begins and ends, and points at which TDY is performed should be shown. Other points visited and arrival and departure times should be shown if they affect per diem.

5. When may I receive per diem at official station.

Never.

6. If I take an indirect route or interrupt travel, what am I reimbursed?

When, for your personal convenience or through the taking of leave, there is interruption of travel or deviation from the direct route, per diem allowed may NOT exceed that which would have been incurred on uninterrupted travel by a usually traveled route.

7. When can I return home on weekends?

At the discretion of appropriate officials, you may be required to return to official station for nonworkdays. However, if you return for personal reasons for nonworkdays, roundtrip transportation and per diem enroute may be paid, NOT to exceed the per diem and any travel expense which would have been allowed had the traveler stayed at the TDY station.

8. At what point does per diem entitlement begin?

Official travel begins at the time you leave home, office, or other point of departure and ends when you return to home, office, etc. However, when the time of departure is within 30 minutes prior to the end of a quarter day, or the time of return is within 30 minutes after the beginning of a quarter day, per diem

for either quarter day is NOT allowed unless you state on the travel voucher the official necessity for your time of departure or return.

9. How much is deducted if a meal is furnished?

\$4.00 per meal furnished is deducted from the per diem allowable.

Per Diem and Leave

10. What are the rules for computing per diem when leave is taken?

In general, if leave begins within a traveler's prescribed hours of duty, per diem terminates at the beginning of the next quarter day. Per diem begins with the quarter day when the leave ends. If leave does NOT begin or end within traveler's prescribed hours of duty, then per diem ends at midnight of the last day preceding the leave and begins at 12:01 a.m. of the day following the leave.

11. How are nonworkdays affected?

Travelers are entitled to per diem on nonworkdays unless:

a. They return to official station or home.

b. They are on leave at the end of the workday preceding and the beginning of the workday following the nonworkdays, and the

leave on either of those days is more than 1/2 the prescribed working hours for that day.

c. Per diem may NOT be paid for more than 2 nonworkdays where leave is immediately preceded and followed by nonworkdays. For example, if a traveler on TDY for a month takes leave for a week during that period, then they will be paid per diem for the weekend before or the weekend after the leave.

12. How many hours of leave can I take in one day without affecting per diem?

Except when leave extends into the next workday, leave for less than 1/2 the prescribed working hours does NOT affect per diem. Leave over 1/2 the prescribed working hours results in per diem being reduced for that day.

13. What happens when leave extends between workdays?

If leave begins one workday and ends another workday, then per diem is not reduced unless leave for both days combined exceeds 1/2 the prescribed working hours for one day.

14. How is per diem affected if I get sick on a trip?

When you take leave because of being incapacitated due to illness or injury NOT due to your own misconduct, per diem shall continue for a period NOT to exceed 14 calendar days

(including fractional days) in any one period of absence, unless a longer period is approved.

Per diem may also be paid when travelers return to official station because of illness or injury NOT due to their own misconduct which occurred while enroute to or while at TDY station prior to completion of TDY.

15. What evidence do I show on my travel voucher if this occurs?

The type of leave and its duration must be shown on the voucher. Evidence of illness or injury for the time and attendance report is the same required by the Forest Service Manual.

Foreign

16. Where do I check for foreign per diem rates?

For rates outside the conterminous U.S. check the Civilian Personnel Per Diem Bulletin of DOD or the Standardized Regulations (Government Civilians, Foreign Areas) of the Department of State. For long term assignments at TDY stations where travelers are able to secure lodging and meals at lower costs, the per diem rate will be adjusted downward.

17. How is per diem computed when I travel outside the U.S.??*

*U.S. means original 48 States in the U.S.

For travel on official business beyond the limits of the U.S., whether enroute between the U.S. and a locality beyond or between such localities outside the U.S., including stopovers of less than 6 hours, the maximum per diem is as follows:

a. Same day return--If a traveler departs from a duty point within or outside the U.S. and returns to the original duty point in the same calendar day, the per diem rate allowable for the trip is that of the original duty point.

b. Enroute less than 6 hours--Where travel time between point of exit or entrance in the U.S. and duty point outside the U.S. is 6 hours or less, the per diem rate will be destination rate, except for 1-day trips described in Item a above. This also applies to trips between duty points outside the U.S.

c. Enroute 6 hours or more--When, in instances described in Item b above, the travel time is over 6 hours, the per diem will be \$1.50 for each quarter till duty point is reached. The rate in effect at the beginning of the quarter will carry through the quarter.

REIMBURSEMENT OF ACTUAL SUBSISTENCE EXPENSES

Reference: FPMR 101-7, Chapter 1, Part 8

1. When do I get reimbursement on an actual subsistence basis?

Actual subsistence expense reimbursement is allowed when TDY is performed to or in a location designated as a high rate geographical area (HRGA) except when the HRGA is only an enroute or intermediate stopover point at which NO official duty is performed. The location where official duty is performed, NOT where lodgings are secured, determines the reimbursement.

2. Under what circumstances will WO authorize an actual subsistence rate for a per diem area?

WO will authorize an actual subsistence rate when travelers attend meetings, conferences, training sessions, etc. away from their official station where lodging and/or meals must be procured at a prearranged place and the lodging costs incurred would exceed the per diem allowance by 10% or more.

3. What items does actual subsistence cover?

The same items that are covered by per diem.

4. What receipts must accompany the travel voucher?

Lodging receipts are required under actual subsistence reimbursement. Lodging, each meal, and each miscellaneous expense must be itemized on the travel voucher for each day.

5. What is the statutory maximum rate under actual subsistence reimbursement?

For travel within the conterminous U.S. the statutory maximum daily rate is \$50. For travel outside the conterminous U.S. the statutory maximum daily rate is \$21 per day plus the maximum per diem allowance officially established for the overseas locality.

6. How do I claim reimbursement when a trip involves both per diem and actual subsistence reimbursement?

Only one method of reimbursement can be used within the same day (12:01 a.m. to 12 midnight). The rate and method of reimbursement is determined by the TDY point where the traveler is located at the end of the day. When filing a mixed reimbursement travel voucher, the method of reimbursement used on the first day of travel will also be used on the last day of travel.

7. Are the rules under per diem for leave, indirect travel, etc. generally the same under actual subsistence?

Yes, they are generally the same.

8. What does WO require for post approval if an AD-202 Travel Authorization is not signed prior to travel?

Send the travel voucher for the trip along with a justification for the increased rate and an explanation of why prior authorization was NOT obtained. The voucher will be post approved if justified and forwarded to NFC. Post approval will NOT be granted to increase a HRGA to the statutory maximum.

9. What are the high rate geographical areas and rates?

See Attachment A.

ATTACHMENT A

ACTUAL SUBSISTENCE RATES

(Effective 7/1/79)

AKRON, OH	\$42
ALBANY, NY (all locations within Albany County)	47
ALBUQUERQUE, NM (all locations within Bernalillo County)	43
AMARILLO, TX	40
ASHEVILLE, NC	42
ATLANTA, GA	47
AUSTIN, TX	46
BALTIMORE, MD	50
BATON ROUGE, LA	42
BIRMINGHAM, AL	42
BOISE, ID	41
BOSTON, MA (all locations within the counties of Middlesex, Norfolk, and Suffolk)	50
BRIDGEPORT, CT (all locations within Fairfield County).	48
BUFFALO, NY (all locations within the corporate limits of Buffalo and Niagara Falls, NY)	49
BURLINGTON, VT	45

*CASPER, WY	\$44
CHARLESTON, SC (all locations within Charleston & Berkeley Counties)	41
CHARLESTON, WV	47
CHEYENNE, WY	44
CHICAGO, IL (all locations within Lake & Cook Counties)	50
CINCINNATI, OH	46
CLEVELAND, OH	50
COLUMBUS, OH	45
DALLAS/FT. WORTH, TX (all locations within Dallas & Tarrant Counties)	50
DAYTON, OH (all locations within the corporate limits of Dayton including Wright-Patterson AFB)	44
DENVER, CO (all locations within Denver, Adams, Arapahoe, & Jefferson Counties)	48
DES MOINES, IA	40
DETROIT, MI	50
DOVER, NJ (all locations within the cor- porate limits of Dover including Picatinny Arsenal, NJ)	45
EATONTOWN, NJ (all locations within the corporate limits of Eatontown, NJ including Fort Monmouth, NJ)	48
EL PASO, TX	43
FT. WAYNE, IN	50
FRESNO, CA	43
*GREAT FALLS, MT	41
*Newly designated High Rate Geographical Areas (HRGA)	

HARRISBURG, PA	\$45
HARTFORD, CT (all locations within Hart- ford County)	50
HOUSTON, TX (all locations within the corporate limits of Houston including LBJ Space Center and Ellington AFB) . .	50
INDIANAPOLIS, IN (all locations within the corporate limits of Indianapolis including Fort Benjamin Harrison, IN) .	47
JACKSONVILLE, FL	42
KALAMAZOO, MI	42
KANSAS CITY, MO	48
KANSAS CITY, KS	48
*LAKE PLACID, NY	50
LAS VEGAS, NV	50
LEXINGTON, KY	44
*LITTLE ROCK, AR	42
LOS ALAMOS, NM	50
LOS ANGELES, CA (all locations within Los Angeles, Orange, & Ventura Counties) . .	50
LOUISVILLE, KY	45
MADISON, WI	47
MANCHESTER, NH	47
MEMPHIS, TN	45
MIAMI, FL (all locations within Dade, Broward, Palm Beach, & Monroe Coun- ties)	50
MILWAUKEE, WI	50
*Newly designated High Rate Geographical Areas (HRGA)	

MINNEAPOLIS/ST. PAUL, MN (all locations within Anoka, Hennepin, & Ramsey Counties including Fort Snelling Military Reservation)	\$50
MONTEREY, CA (all locations within Monterey County)	43
*NASHVILLE, TN	45
NEWARK, NJ (all locations within Bergen, Essex, Hudson, Passaic, & Union Counties)	50
NEW HAVEN, CT	45
NEW ORLEANS, LA (all locations within the Orleans, Jefferson, Plaquemines, & St. Bernard Parishes)	50
NEW YORK, NY (all locations within the boroughs of the Bronx, Brooklyn, Manhattan, Queens, and Staten Island and the Counties of Nassau & Suffolk)	50
NORFOLK, VA area (all locations within the cities of Norfolk, Virginia Beach, Hampton, Newport News, Portsmouth, and Chesapeake, VA)	47
*OKLAHOMA CITY, OK	43
OMAHA, NB	45
ORLANDO, FL	47
PHILADELPHIA, PA (all locations within Philadelphia and Bala Cynwyd, PA)	50
PHOENIX, AZ (all locations within the corporate limits of Phoenix & Scottsdale, AZ)	46
*Newly designated High Rate Geographical Areas (HRGA)	

PITTSBURGH, PA	\$50
PITTSFIELD, MA	50
PORTLAND, ME	47
PORTLAND, OR	50
*PORTSMOUTH, NH (all locations within the corporate limits of Portsmouth and Newington including Please AFB, NH, and Kittery, ME, including Portsmouth Naval Shipyard	48
PROVIDENCE, RI	50
*RALEIGH, NC	42
RICHMOND, VA	44
ROANOKE, VA	43
ROCHESTER, NY	45
*ROCKFORD, IL	40
ST. LOUIS, MO	46
SACRAMENTO, CA (all locations within the corporate limits including McClellan AFB and Mather AFB)	45
SALT LAKE CITY, UT	49
SAN ANTONIO, TX	41
SAN DIEGO, CA (all locations within San Diego County)	50
SAN JOSE, CA (all locations within Santa Clara County	44
SAN FRANCISCO/OAKLAND, CA (all locations within San Francisco and Alameda Counties)	50
SAN MATEO, CA (all locations within San Mateo County)	43

*Newly designated High Rate Geographical Areas
(HRGA)

SANTA BARBARA, CA (all locations within Santa Barbara County)	\$50
SEATTLE, WA (all locations within King County)	49
SPOKANE, WA	42
SPRINGFIELD, IL	39
SPRINGFIELD, MA	41
SYRACUSE, NY	43
TAMPA/ST. PETERSBURG, FL (all locations within Hillsboro & Pinellas Counties) .	42
TOLEDO, OH	43
TUCSON, AZ	48
TULSA, OK	40
VALLEY FORGE, PA (all locations within the corporate limits of Valley Forge and King of Prussia, PA)	50
WASHINGTON, DC (all locations within the rate limits of Washington, DC; the cities of Alexandria, Falls Church, and Fairfax; and the Counties of Fairfax, Loudoun, & Arlington, VA and the Counties of Prince Georges and Montgomery, MD)	50
WITCHITA, KS	44
WILMINGTON, DE	47
WORCHESTER, MA	44
YORK, PA	41

*Newly designated High Rate Geographical Areas
(HRGA)

MISCELLANEOUS EXPENSE

Reference: FPMR 101-7, Chapter 1, Part 9

1. What items are allowable as miscellaneous expenses?

a. Charges for a room at a hotel or other place to transact official business.

b. Reimbursement for cost of travelers checks, money orders, or certified checks purchased in connection with official travel.

c. Conversion of currency when in foreign countries.

d. Fees in connection with foreign travel such as the issuance of passports, visa fees, cost of photographs for passports and visas, costs of certificates of birth, health, and identity, and affidavits and charges for inoculation, which cannot be obtained through a Federal dispensary.

e. Miscellaneous expenses NOT listed above may be allowed if they are incurred in connection with the transaction of official business.

2. May payment to other Government employees for personal services be reimbursed?

No, neither payment nor reimbursement for personal services can be allowed under any agreement made by the traveler with an employee of the Government.

3. What documentation is required on the travel voucher for miscellaneous expenses?

The expenses must be itemized on the voucher and receipts attached for any items over \$15.

4. May purchases be shown on a travel voucher?

Purchases of supplies or material for performance of official business are limited to \$50 for any single purchase.

SOURCES OF FUNDS

Reference: FPMR 101-7, Chapter 1, Part 10

1. What are some possible sources of funds for travel?

Government transportation requests may be used for common carrier expenses, and travel advances may be used to obtain cash.

2. When should I use a TR?

All passenger transportation services by common carrier should be procured by TR except the following:

a. For personal transportation services which increase or exceed the cost of those authorized. When indirect route or superior accommodations are used the extra cost should be paid in cash.

b. For individually procured taxi, airport limo, intracity transit, rental cars, or other for-hire car services.

c. For payment of toll road or toll bridge charges.

d. For passenger transportation services costing \$10 or less, excluding tax, or excess baggage services costing \$15 or less for each portion of a trip.

3. What procedure do I follow if I have a lost or stolen TR?

Prepare AD-497 for lost or stolen TR and send to NFC immediately. Travelers may be held liable for any expenditure by the Government caused through their negligence in safeguarding TR's or tickets received in exchange for a TR.

4. How long does it take to get a travel advance and how much money may I get?

Travel advances may be requested from NFC if allowable. It normally takes 2 weeks for receipt of check from NFC. When notice of a trip is received by the traveler less than 2 weeks from travel date, the traveler may receive up to \$300 from imprest fund. The maximum total advance allowed is \$5000.

5. How do I repay the advance?

Travel advances may be repaid as a deduction from travel expenses on a voucher, or by means of a "cash" repayment (check, money order, etc.). Always show agency, social security number, and "repay travel advance" when making "cash" repayment. If your trip is cancelled and you have received your advance check, we recommend that you deposit it in your

personal checking account and write NFC a personal check for the advance. If you return the original advance check to NFC, be sure to endorse the check to NFC for repayment of your advance.

6. What procedure do I follow if I don't agree with NFC's balance of my travel advance?

Send NFC an AD-354, Request for Special Information, requesting a reconciliation of your advance account. Reconcile their transactions to your transactions to determine the correct balance. Request that NFC make corrections, if necessary.

7. How much travel advance will NFC let me retain?

Under the "travel advance demand system" at NFC, you may retain the advance amount needed to cover 45 days travel. This amount is based on your last 3 months of travel "payment" history. For more information on the demand system, see the NFC travel advance manual.

CLAIMS FOR REIMBURSEMENT

Reference: FPMR 101-7, Chapter 1, Part 11

1. What supporting documentation is needed for my travel voucher claim?

Different staff groups' approving officers require different support for their signature. NFC requires lodging receipts for actual subsistence travel, receipts for expenses over \$15*, and a copy of your AD-202, Travel Authorization if you are NOT using the USDA general authorization. Travelers should keep accurate records of travel expenses and keep receipts when possible. WO travelers should send types 1 and 6 vouchers directly to NFC (except for first class air) and send types 2, 3 and 4 vouchers to F&AM.

2. Where can I find examples of how to prepare travel vouchers?

Examples are in the NFC Travel Voucher Manual. (NFC Procedures, Title II--Vouchers and Invoice Payments Manual, Chapter 2, Section 2.2).

*Except for lodging under per diem reimbursement.

DEFINITIONS

Actual Subsistence--a method of reimbursement for travel expense. The actual cost of meals, lodging, and allowable miscellaneous expenses are reimbursed subject to a daily maximum. Miscellaneous expenses include tips to waiters and bellboys, cleaning, laundry, etc.

Bumping--occasionally an airline books more passengers on a flight than it can accomodate. Some passengers must take later flights.

Common Carrier--airplane, train, bus, etc.

Constructive Cost--a method of determining allowable travel expense, by comparing what travelers could have done on a trip with what they actually did.

Demand System--a system of the National Finance Center to control excessive travel advances. Excessive advances are deducted from employee's salary after several notices.

Government Transportation Request (TR)--Form 1169. It is used to obtain common carrier airline tickets for official business.

High Rate Geographical Area (HRGA)--an area (usually a city) designated by GSA to have high

costs of lodging and meals. When temporary duty is performed in a HRGA, reimbursement is by actual subsistence method only.

Mixed Travel--a situation when per diem and actual subsistence reimbursement may be mixed within a trip.

National Finance Center (NFC)--centralized payment center for USDA.

Payment History--a record by social security number of all payments for travel performed by USDA employees and non-Government persons traveling for USDA. The record is maintained by NFC.

Per Diem--a method of reimbursement for travel expense. The average cost of lodging for a trip is added to \$16.00 per day for meals and miscellaneous expenses, subject to a maximum.

Post Approval--approval of travel after a trip is completed.

Temporary Duty Station--city or town other than official station where an employee has official business.

Travel Authorization (AD202 or LA)--authorization by the Forest Service to perform travel. The authorization will state travel period, places to be visited, and method and rate of reimbursement.

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